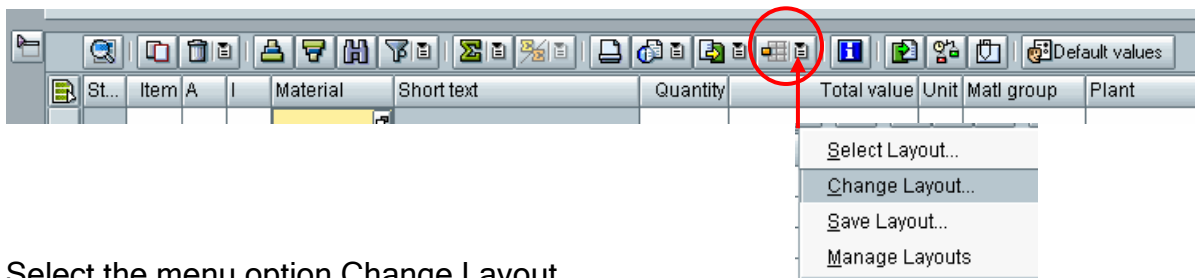


## Making Table Settings Using Layout Settings

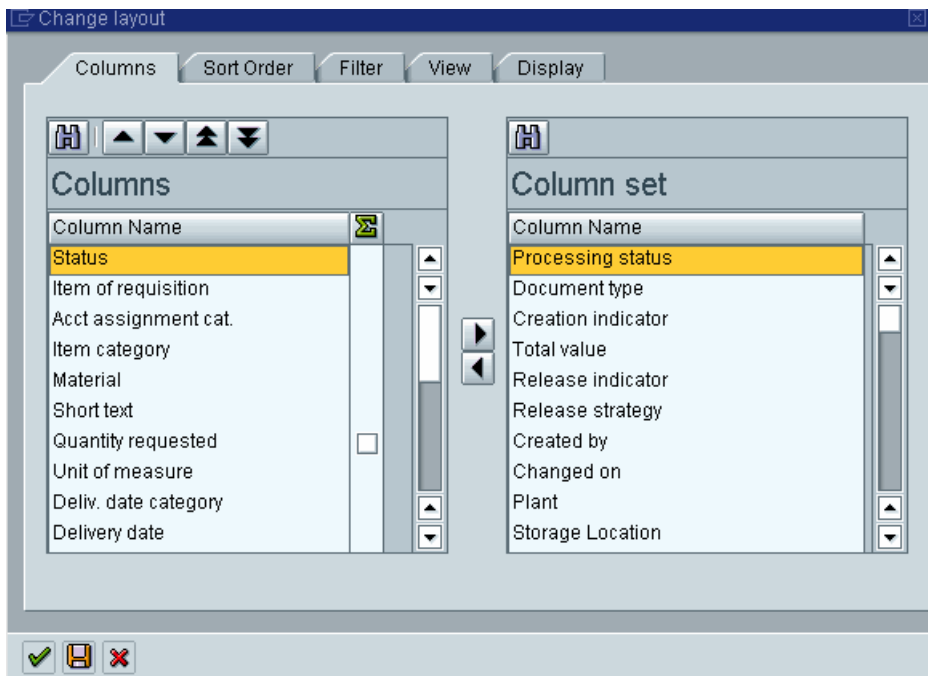
The following steps show making table settings when the Layout settings option is available within the transaction. This example will be making these settings within the purchase requisition transaction.

Select the Layout settings menu options, using the menu options selection to the right side of the icon.



Select the menu option Change Layout.

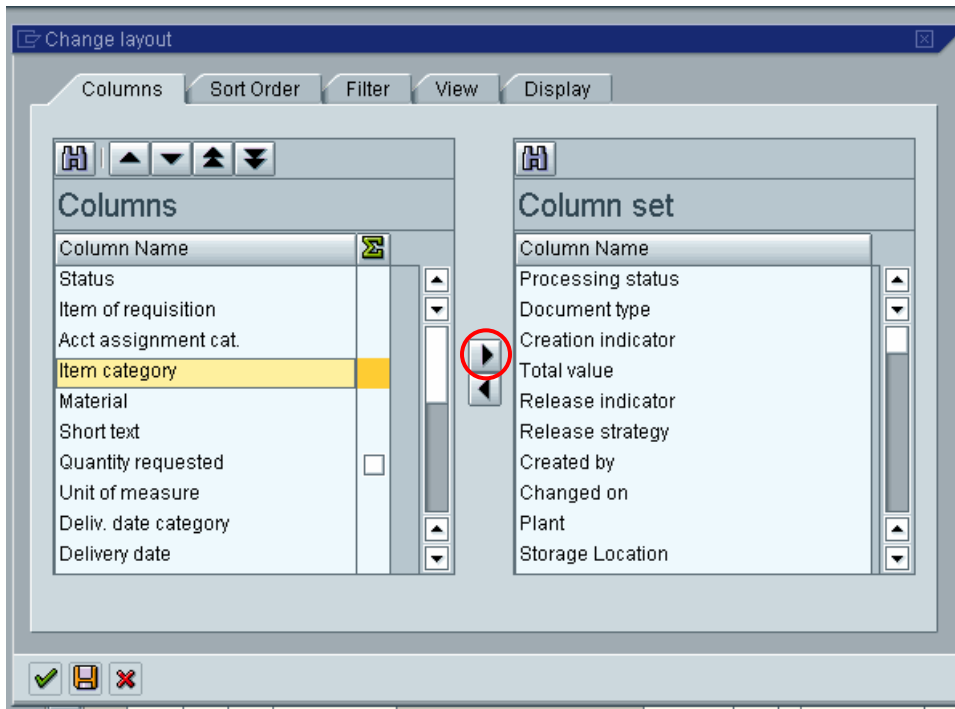
The Change layout dialog box is presented.



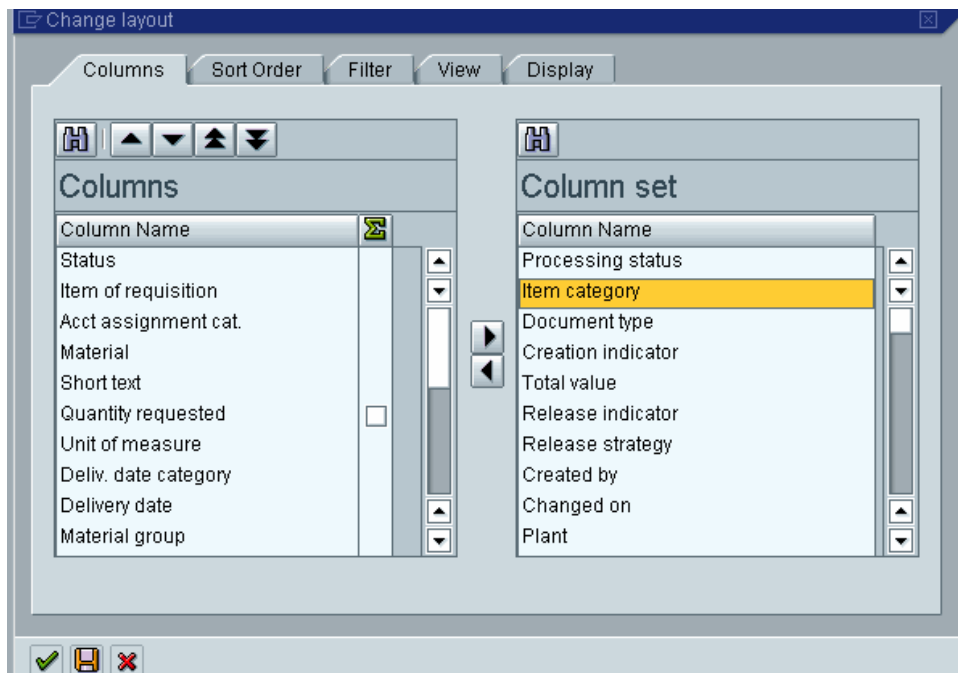
The Columns tab shows the current alignment and columns visible in the current display on the left of the dialog box and the available columns to the right.

Using the left and/or right arrows located in the center of the Columns and Column set selections, the user may move columns in and out of the table. Using the up and down facing arrows above the Columns selections, users may change the position of the columns within the table.

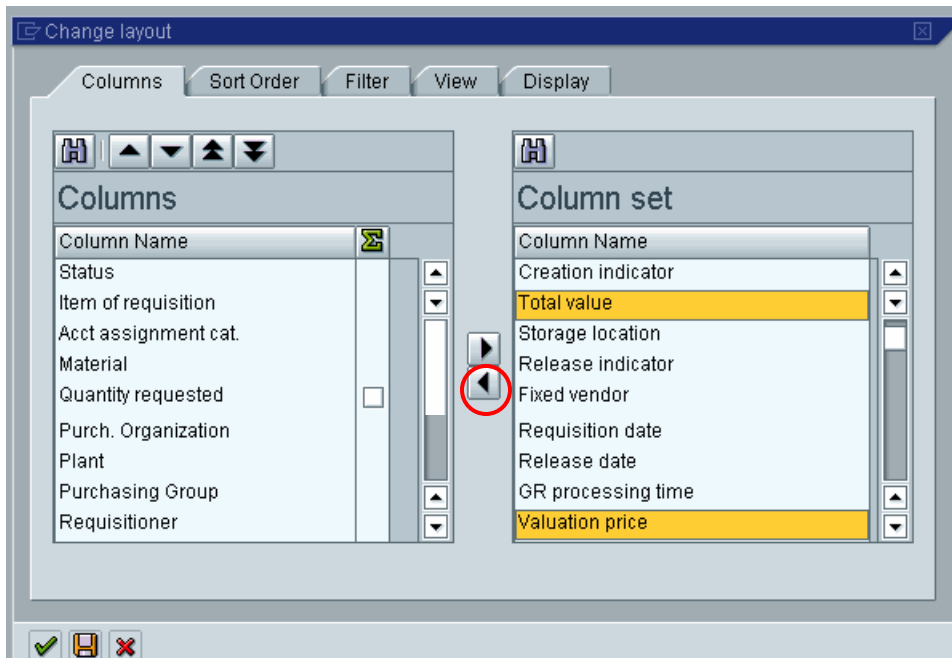
To move current columns out of the current display, highlight the field name in the Columns selection side of the screen. (Multiple columns may be selected by using the Ctrl key when making selections) Select the right facing arrow.



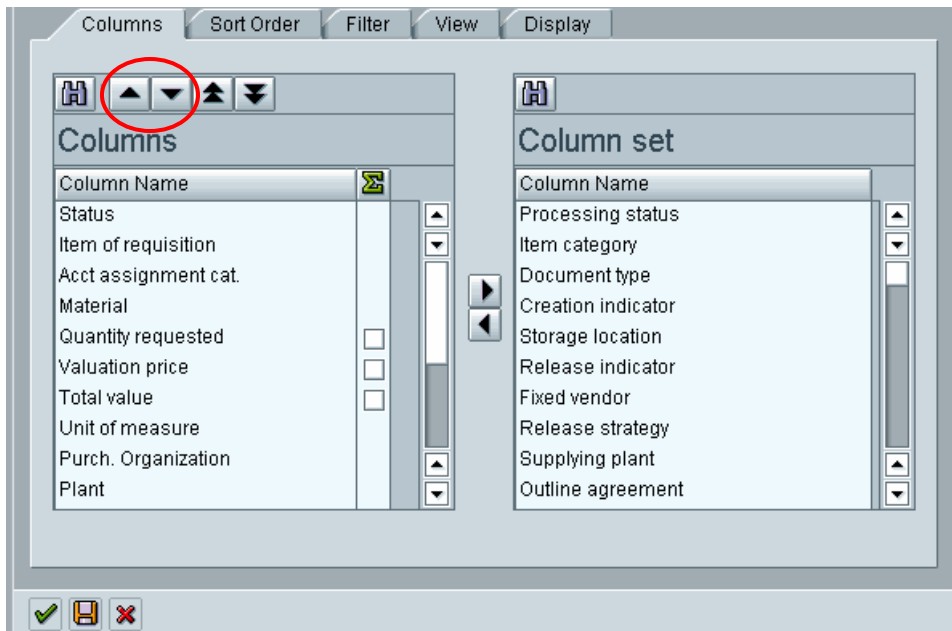
The column is moved to the column set.



To bring additional columns into the table, highlight the field name in the Column set area and using the left facing arrow, move it into the Columns selection.



When all columns are selected as desired, the position of these may be set by highlighting the column to be moved and choose the up or down facing arrow above the selection to move it to the desired position.



When set as desired, select the <Save> icon.

The system will present the Save layout dialog box. In the Save layout field enter a short title for the layout. **(Do not save as system defined defaults!)** In the Name field, enter a description for the layout. Select the User-specific checkbox and the Default setting checkbox to use this setting each time the transaction is accessed. **(Not selecting User-specific may cause the newly defined setting to be the default setting for all AASIS users.)**

Save layout

Save as...

Save with

Layout	Layout description	Def. settg
1DEFAULT	Purchase Requisition Item Overview	✓
2DEFAULT	Purchase Requisition Item Overview 2	

Save layout

JMS PurchReq

Name:

My Purchase Requisition Setting

☒ User-specific
 ☒ Default setting

☒
☐

Select the green check, continue icon, or <Enter>.

The columns settings as defined are presented.

[illegible]